

The Council of the
SHIRE OF BREWARRINA



Application for Occupation Certificate

Date Received...../DA or CDC no.....

If you want to occupy or use a new building, or change the use of an existing building, you need an occupation certificate before you can do so. You can use this form to apply for an occupation certificate. To complete the form, please place a cross in the boxes and fill out the white sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.

You need to apply to the principal certifying authority you have appointed for the development if you want to occupy or use a new building. Otherwise you can apply to a certifying authority (either your council or a private certifier).

1. Details of the applicant

Mr Ms Mrs Dr Other

Your first name Your family name

Flat/street no. Street name or PO Box No.

Suburb or town State Postcode

Daytime telephone Fax Mobile

Email

2. Identify the land

Flat/street no. Street name

Suburb or town Postcode

Lot no. Section

DP/MPS no. Volume/folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

3. Details of the development approvals granted

Is development consent required for the development?

No

Yes ➤

Has development consent been granted after a development application was made?

Yes ➤

What is the development application no.?

What date was development consent granted?

No ➤

Has a complying development certificate been issued?

No

Yes ➤

What is the complying development certificate no.?

What date was the certificate issued?

Has a construction certificate been issued for the building? *A construction certificate is not needed if a complying development certificate has been issued.*

No

Yes ➤

What is the construction certificate no.?

What date was the certificate issued?

4. Identify what you want to do

*If you want to occupy or use a new building that is only partially completed, or change the use of part of an existing building, you need an **interim occupation certificate**. If you want to occupy or use a new building that has been completed, or change the whole use of an existing building, you need a **final occupation certificate**.*

Are you going to occupy or use a new building?

No

Yes ➤

Is the building:

partially completed?

completed?

Are you going to change the use of an existing building?

No

Yes ➤

Do you want to change:

the use of part of the building?

the whole use of the building?

5. Describe the building

If you are applying for an occupation certificate for part of a building, describe the part of the building:

For what purpose do you propose to use the building or part of the building?

For a new building:

What is the class of the building under the Building Code of Australia?

This can be found in the development consent or complying development certificate.

To change the use of an existing building:

What is the class of the existing building under the Building Code of Australia?

What is the new class of the building under the Building Code of Australia?

This can be found in the development consent or complying development certificate.

6. Information to be attached to the application

Please indicate the documents you have attached by placing a cross in the appropriate boxes :

- a copy of the development consent or the complying development certificate
- a copy of the construction certificate, where relevant
- a copy of the final fire safety certificate, where relevant
- a copy of the interim fire safety certificate, where relevant
- any other certificate or document on which you rely, eg a compliance certificate.

7. Signature

The applicant, or the applicant's agent, must sign the application.

Signature

Name, if you are not the applicant

Date

In what capacity are you signing if you are not the applicant?

8. Privacy policy

The information you provide in this application will enable your application to be assessed by the certifying authority. If the information is not provided, your application may not be accepted. Please contact the council if the information you have provided in your application is incorrect or changes.

**Council will consider the following matters in the issue of a Final/Occupation Certificate
Inspection Checklist**

<ul style="list-style-type: none"> <input type="checkbox"/> Compliance with Approval conditions <input type="checkbox"/> Previous Inspections carried out <input type="checkbox"/> Check plan against building <input type="checkbox"/> Smoke alarms installed, hard wired to mains power <input type="checkbox"/> Operations of doors/windows <input type="checkbox"/> Plumbing fixtures operate <input type="checkbox"/> Water hammers <input type="checkbox"/> Check for leaks <input type="checkbox"/> Secure fixtures <input type="checkbox"/> Grading of tiled floors <input type="checkbox"/> Shower Screen <input type="checkbox"/> Adequate water pressure <input type="checkbox"/> Cooking facilities installed <input type="checkbox"/> Manhole access to roof space/underfloor access door <input type="checkbox"/> Mechanical exhaust ventilation (to enclosed WC, bath, laundry, kitchen) <input type="checkbox"/> Electricity connected <input type="checkbox"/> Water connected <input type="checkbox"/> Sanitary drainage connected <input type="checkbox"/> Drainage Diagram received <input type="checkbox"/> Painting – external/internal <input type="checkbox"/> All building waste removed <input type="checkbox"/> All builders sheds etc removed <input type="checkbox"/> Hot water heater support and overflow <input type="checkbox"/> Gas installation Certified by NSW Licenced gas fitter <input type="checkbox"/> Septic tank/AWWTS (check approval conditions) <input type="checkbox"/> Height of floor/ground level <input type="checkbox"/> Finished ground graded away from house 	<ul style="list-style-type: none"> <input type="checkbox"/> Surface water inlet sumps – low areas <input type="checkbox"/> Surface waters directed clear of adjoining property <input type="checkbox"/> Retaining walls <input type="checkbox"/> Landings to external doors/steps BCA compliant <input type="checkbox"/> Railing/balustrades to landings \geq 1m <input type="checkbox"/> Flashing of roof penetrations <input type="checkbox"/> House number for township areas <input type="checkbox"/> Water meter and box <input type="checkbox"/> Access/layback <input type="checkbox"/> Stormwater discharge <input type="checkbox"/> Landscaping/fencing completed <input type="checkbox"/> Grated drain to front of garage <input type="checkbox"/> Council's service exposed/undamaged <input type="checkbox"/> Height of overflow gully <input type="checkbox"/> Coping to gully and inspection shaft <p>CERTIFICATES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Termite Certificate <input type="checkbox"/> Wet Area Flashing Certificate <input type="checkbox"/> All structural certificates received <input type="checkbox"/> Builder/owner – on site/contacted <p>DA CONDITIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance with Development Approval conditions <input type="checkbox"/> Final survey detailing boundary and eaves setback (if required by Conditions of Approval)
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Note: Upon completion of construction, all required certification certificates are to be provided to Council prior to the final inspection being undertaken.

Note: The issue of an Interim Occupation Certificate may not be taken to mean that all requirements of the Development Consent have been complied with. You are advised to make enquiries with Council in regard to satisfactory compliance with all conditions of Development Cons.